

SECRET

ANNEX I

MAIL AND CARRIER SERVICE

DAILY SCHEDULED ROUTE

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TAB A

MAIL AND COURIER SERVICES

Daily Scheduled Runs - Courier Service

TOP SECRET CABLE RUN

The courier assigned to this run is furnished with a chauffeur-driven vehicle. He is responsible for the pickup four times daily of cables from Army, Navy, Air Force, State, FBI, and CIA and the delivery of them to the CIA Cable Branch, 1047 Gue Building at the scheduled times. This run starts each day at 6:00 AM and is completed at 2:30 PM.

PENTAGON RUN

A courier is assigned for eight hours each day to effect the delivery and pickup of material at scheduled stops in the Pentagon. Four trips per day are made, leaving the Building at 8:30, 10:00, 1:00 and 3:00 o'clock.

CITY RUN

Two couriers are assigned full time to this run. Two trips per day are made, each taking four hours. Stops are made at the CIA buildings (Tempo I, [REDACTED]) which are not in the immediate area and at other government agencies throughout the city.

25X1A6d

MAIL SHUTTLE RUN (Courier)

The Headquarters Offices are serviced by two mail trucks, each of which makes three complete circuits of the route for a total of six daily deliveries to all buildings. This is a full-time assignment for four men.

REPRODUCTION SHUTTLE # 1

This shuttle, which makes six trips per day, transports mail between the Reproduction Plant, [REDACTED] OOD, [REDACTED], and the Central Mail Room, 1050 Gue Building. This run requires the full time of two couriers.

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REPRODUCTION RUN # 2

One courier is assigned to this run for a period of nine hours each day. A list of his assignments is as follows:

8:30 - 9:30 - services the Record Center
9:40 - 10:45 - services [redacted] 1st Building, Qtrs. 1 and 400
10:45 - 11:30 - services the Record Center
12:30 - 2:00 - handles [redacted] [redacted]
2:40 - 3:45 - services [redacted] 1st Building, Qtrs. 1, 400 - delivers office of Operations, Contact Division pouch to Qtr.
4:00 - 6:00 - picks up the late [redacted] daily's from the Reproduction Plant and delivers them to Postage, Qtr. 1, State Department, and Qtr. Building.

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REPRODUCTION RUN # 3

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This run services 1st Building and [redacted] Street. In accordance with security requirements a specially built [redacted] pouch cart has been provided to transmit classified material between these two buildings on a full time basis.

I, J, K, AND L BUILDING INTERNAL RUN

Three couriers are assigned eight hours per day to pick up and deliver mail to and from the various mail registries located within these buildings.

VI. TREASURY ANNEX RUN

At 8:30 each morning the courier assigned to this run takes the I, J, K and L Building couriers, with their material, to the I Building courier post. Then he picks up material from Signal Center and delivers it to Central Mail Room. He then picks up special material from Machine Records (Curtis Hall) and delivers it to the Treasury Annex [redacted]. This material must be delivered before 10:00 AM. The courier then proceeds to the Weather Bureau, 21st and H Streets N. W., where he picks up the daily weather maps and delivers them to Qtr. [redacted] Street. He then picks up all [redacted] pouch material for [redacted] from the diplomatic pouch room, New State Building, which he returns to the Central Mail Room for dispatch on next regular trip to Quarters 1.

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POUCH RUN

This run handles pouch material between CIA, Department of State, and the National Defense Building. Two couriers from 1030 to 1300; three from 1300 to 1700 are involved in this run.

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FILM RUNS

Requests are received each day from the CIA Film Branch, OIA, to effect delivery and pickup of film. Following are points of pickup and delivery:

- Naval Photographic Center (Naval Air Station)
- Naval Gun Factory
- Pt. Ayer Film Library
- Library of Congress, Film Vault (Suitland, Md.)
- * Library of Congress, Mail Building
- * State Annex 17
- * Pentagon
- * Washington Film Center (14th & G St. N. W.)

* Stops at these points are incorporated into regularly scheduled runs. Special trips must be made to other points.

TOP-SECRET CITY RUN

This run is scheduled between 3:00 and 5:00 PM each day to deliver material addressed to DIA, and the Operations Co-ordinating Board, and to deliver expedite material to other government agencies as requested by various CIA offices. A late edition of the Evening Star is picked up at the Star Building for delivery to the NSC.

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